

To make the right decisions quickly, you need timely and targeted information at your fingertips.

Reporting is a key feature of Totara LMS with a powerful, flexible report builder. Totara LMS ensures you have a complete picture of usage, progress and achievement across your business.

Totara LMS includes the ability to customise dashboards which give selected users quick access to an overview of key information.

### Create and share custom-made reports

Using the Report Builder tool, administrators can quickly and easily build custom reports from scratch or modify a set of pre-built reports to their specific reporting requirements.

With a range of graphical reporting options including column, pie, area, scatter, line and horizontal bar displays, reports can be made accessible and appealing to a range of audiences.

Content displayed within a report can be automatically filtered by the viewer's positional and organisational hierarchy and/or team members so a single report can show only the information relevant for each individual.

The Report Builder also provides customised search filters to allow users to drill down into data and export reports to a variety of formats such as .csv, .xls and .pdf.

Once reports have been built, access to view can be assigned to specific user roles within the system, ensuring the right people see the right information, at the right time.



### Provide quick access to My Reports

Those users within the system who have been granted access to any custom reports will see a dedicated My Reports tab in the main navigation menu. This provides them with streamlined access to all reports from a central location.

Users can save their own search queries within reports for quick, easy access to the relevant information time and time again and schedule their reports to be sent to them via email at specified times.

### Report on course and learner activity

Totara LMS also features a range of in-course reports to help teachers and trainers proactively track learner activity and progress.

Course and activity completion reports display which learners have completed the various activities and resources within the course as well as the course itself, allowing course managers and facilitators to identify and support learners who are falling behind.

Activity and course participation reports indicate how learners are interacting with the course material and provides important information around user navigation and activity trends.

